



Major Grading Slope/Top Deck Repairs Standard Operating Procedure

REFUSE
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DIVISION

Inactive Landfill Maintenance

Guidelines:

1. Determine extent of area requiring repair/regarding. May have to schedule survey work if current flyover data is unavailable and/or outdated. Develop a cost estimate and determine source of funding.
2. Meet with Division Biological staff to determine if any biological resources are impacted. Proceed with appropriate course of action (trees/plants to avoid, restrictions on construction dates, and/or CEQA/NEPA, etc.). If environmental review is required, develop project description/maps and submit to appropriate Development Services environmental representative.
3. Develop a plan to correct problem area. Use standard engineering procedures for slope and drainage design. Have a map prepared for approval by supervisor with all necessary survey information clearly noted (i.e. coordinates). Identify all potential Departments that may be effected (i.e. Park & Rec., etc.) and ensure that they receive the appropriate notification. Old pavement should be ripped up before burying to avoid the future problems with gas and/or purged water.
4. Notify the LEA, RWQCB and SDAPCD of proposed work (typically described as “routine maintenance”).
5. Determine amount of material (i.e. soil and/or mulch) required to make the necessary grade corrections. Be conservative, as work on landfills always seems to require more dirt than anticipated. Have a contingency plan for insufficient/excess materials. Coordinate with LFG staff (2-3 weeks notice) to raise gas appurtenances, if present in work area. Maintain positive drainage at all times.
6. Make necessary arrangements with City staff, current contractors and or dirt brokers to haul required materials.
7. Develop a schedule to have work done with City forces, contractors, and/or dirt brokers. Make sure everyone knows intent of work and required completion date, if any.
8. Visit work site frequently, if not on a daily basis, to ensure work is proceeding according to plan (survey stakes, LFG appurtenances and drainage facilities all protected?).
9. Make necessary changes (if any) to plan to reflect “real world” conditions (i.e. less cover than anticipated, mud/seeps, and/or low points different than anticipated, etc.).



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10. Make sure work site is protected from future erosion (silt fences, rock berms, mulch, etc.). Use Best Management Practices (BMPs) to control silt and runoff.
11. Report completion of work to appropriate parties. Note completion of work in site log and process all invoicing requests, if any, in a timely manner. Document repairs via photographs for possible inclusion in Regulatory reports. Create as-builts if completed work is different than the plan for updating of master CADD files.

Benefit of Compliance to Instruction:

- Required work is completed in a timely manner
- Health & Safety of public protected
- Maintain compliance with permit conditions

Consequence of Non-Compliance to Instruction:

- Slope and/or drainage failures
- Violations and/or fines from Regulatory Agency
- Disciplinary action

Environmental Management System (EMS) – ISO 14001

Process Map #: SM-1.0

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